

Ararat Baptist Church

Data Privacy Policy

Your personal data – what is it? Personal data relates to a living individual ('Data Subject') who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (GDPR) which came into force on the 25th May 2018.

Who are we? Ararat Baptist Church is the data controller and this means it decides how your personal data is processed and for what purposes and can be contacted by ringing 029 2061 0831 or emailing centremanager@ararat.org.uk

How do we process your personal data? Ararat Baptist Church complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data. We use your personal data for the following purposes: -

- To administer membership records;
- To inform you of news, activities and events;
- To administer event registration and bookings;
- To maintain our own accounts and records (including the processing of gift aid applications);
- To manage our employees and volunteers;
- To fundraise and promote the interests of the charity.

What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep you informed about news, events, activities and services and process your gift aid donations.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent.

Sharing your personal data: Your personal data will be treated as strictly confidential and will only be shared with other members of the church in order to carry out a service to other church members or for purposes connected with the church. We will only share your data with third parties outside of Ararat Baptist Church with your consent.

How long do we keep your personal data? We keep data in accordance with the guidance set out by the ICO and outlined in Ararat's Data Protection Policy. Specifically, we retain gift aid declarations and associated paperwork for up to 6 years after the calendar year to which they relate; Church registers (baptisms, marriages, funerals) permanently and contact details until you request them to be deleted from our systems.

Your rights and your personal data: Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Ararat Baptist Church holds about you;

- The right to request that Ararat Baptist Church corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Ararat Baptist Church to retain such data;
- The right to withdraw your consent to the processing at any time;
- The right to request that the data controller provide the data subject with their personal data and where possible, to transmit that data directly to another data controller (known as the right to data portability) (where applicable).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioners Office.

Further processing: If we wish to use your personal data for a new purpose, not covered by this Data Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details: If you are concerned about the way your information is being handled please contact the church office via email: centremanager@ararat.org.uk or telephone 029 2061 0831. You can contact the Information Commissioners Office on: 0303 123 1113.